

<p style="text-align: center;">SAMPLE REASONS AND SPECIFICATIONS</p>

[NOTE: Please discuss reasons and specifications with an Employee Relations Specialist in the Personnel Office. All letters affecting or proposing disciplinary/adverse action should be reviewed in the Personnel Office prior to issuance.]

REASON 1 You failed to obey the instructions of your official supervisor. Employees are required to carry out the announced policies and programs of the Department and to obey proper requests and directions of supervisors.

Specification 1 - On December 11, 20__, you were instructed verbally and in writing by your supervisor, _____, to report to the Anytown Field Station on December 14, 20__, to perform a files review. You did not report to the Anytown Field Station and instead reported to your regular place of work. When you came in on December 14 and were asked by your supervisor why you failed to report to the Anytown Field Station, you indicated that it was not in your job description to do files reviews and that you would never perform such a task.

REASON 2 You made false statements in matters of official interest.

Specification 1 - From May 12 to May 17, 20__, you traveled to Los Angeles, California, to attend a water rights conference.

On May 23, 20__, you submitted your travel voucher form (Standard Form 1012) to claim reimbursement for the expenses that you incurred during this trip. You signed and dated the voucher certifying that it was true and correct to the best of your knowledge and belief.

You claimed \$65 lodging expenses for each of the following days: May 12, 13, 14, 15, and 16, 20__. To document these expenses, you submitted a handwritten receipt for \$325 signed by Ms. N. Keeper. On the back of the receipt was written, "Stayed at Keeper Rooming House."

In your statement to your supervisor (or other person investigating incident) on July 25, 20__ you stated that there is no such establishment as the Keeper Rooming House in Los Angeles. You stated that you stayed with friends in Los Angeles, incurred no lodging expenses, and had written the receipt to yourself.

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REASON 3 You misused government property in violation of the Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR Part 2635.704, which reads, "An employee has the duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes."

Specification 1 - On January 15, 20__, you took your assigned computer home with you. On January 16, I questioned you regarding the whereabouts of your computer, and you replied that you took it home so that your children could use it in completing their homework.

REASON 4 You showed a lack of respect for a fellow employee and for your acting supervisor, and you used abusive and offensive language. You failed to obey the instructions of your official supervisor.

Specification 1 - On or about October 15, 20__, you were called to the acting supervisor's office to talk about the due dates for 2 of your assignments. During the conversation, you disagreed that you should be required to turn in your assignments by the due dates. When the acting supervisor said that the assignments would have to be completed by the original due dates, you stood up and stated in a very loud and hostile manner that you were not going to argue about it and that you had other things to do and would not complete the assignments in time. You walked away from his office despite repeated direct orders to stay. When your supervisor asked you about the incident, you responded that you did not have to take orders from your acting supervisor.

Specification 2 - On September 15, 20__, you approached Mr. Sal Mann on the grounds of the visitor center. You asked Mr. Mann if he had a problem. When Mr. Mann answered you, you responded with a loud verbal attack, and continued by taking part in an argument with Mr. Mann for several minutes. During the argument you used abusive and offensive language. Among other things, you said, "You're a gosh darn a-hole," and "Your mother wears army boots," and "I bet when you blow your nose, your entire brain ends up on your hanky," etc. When Mr. Mann placed his cap on his head, you made a slapping motion at Mr. Mann's cap, which knocked the cap from his head. You continued to argue with Mr. Mann until he left the work area. When your supervisor asked you about your confrontation with Mr. Mann, you said that Mann really ticked you off, and you would do the same thing again, or more, if you had the opportunity.

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REASON 5 You willfully misused a Government vehicle, in violation of the Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR Part 2635.704, and in violation of 31 U.S.C. 1344. [NOTE: Willful misuse of Government vehicles requires a suspension from duty without compensation for not less than 30 days.]

Specification 1 At approximately 5:00 p.m. on Friday, August 16, 20__, you drove Fleet Vehicle 007, a green Ford Pick up, to your residence. You did not have official authorization to take this vehicle home with you.

Testimony from coworker Holly Hill indicated that you used the Government vehicle on Saturday, August 17, 20__, to move your personal furniture to a mountain cabin you own near Government Camp, Oregon. When you were asked about your use of the vehicle, you did not deny that you used the vehicle as Ms. Hill had indicated.

REASON 6 You failed to follow proper leave approval procedures, which violated the written office policy regarding leave approval, dated June 30, 20__.

Specification 1 - In a memo dated 12/28/2__, your supervisor, Ms. Maple, instructed the office staff regarding proper leave approval procedures, specifically that if anyone needs to take unscheduled leave (i.e., sick leave for illness) she expected everyone to call the office to speak to her or her acting within 15 minutes of the beginning of their tour-of-duty. On January 7, 20__, you did not call the office until 9:00 a.m., 1 hour after the beginning of your tour of duty, to request sick leave, and you did not ask to speak to Ms. Maple. Instead you left a message with the secretary. When Ms. Maple asked you about this incident, you had no response.

REASON 7 You were absent from duty without authorization.

Specification 1 - On December 18, 20__, an official workday, you did not come to your place of work in the Regional Office. You had not previously requested nor had you been granted leave for that day. When you returned to work on December 19, 20__, you told Mr. Peters, your supervisor, that you drove your mother out of town on December 18, 20__, and it was inconvenient for you to call the office. You then requested annual leave or LWOP for December 18, 20__. Mr. Peters denied your request. You were placed in an absence without leave status (AWOL) for 8 hours.

Specification 2 On November 30, 20__, an official workday, you were absent from duty for the entire day. When you came to work on December 1, 20__, you told Mr. Peters that you had been ill on November 30. Because of your frequent absences for illness in the past, you had been advised by memorandum on November 1, 20__, that a doctor's medical certification would be required for use of future sick leave. When Mr. Peters asked you, you said you did not have such a certificate for your November 30, absence, so sick leave was not granted. You were placed in an absence without leave status (AWOL) for 8 hours.

REASON 8 You used your Government American Express charge card for other than official business, which violated Regional instructions regarding proper use of your Government American Express card and the provisions on the American Express Government Card Application/written procedures.

Specification 1 - During a 2-week period on which you were on annual leave, you used the Government American Express card as follows:

February 1, 20__	Texaco, Miami, FL	\$ 17.25
February 4, 20__	Texaco, Orlando, FL	\$ 9.50
February 5, 20__	Texaco, Atlanta, GA	\$ 15.25
February 6, 20__	Firestone Tires, Atlanta, GA	\$125.00
February 8, 20__	Chevron, Dallas, TX	\$ 18.25
February 9, 20__	Texaco, Denver, CO	\$ 19.00
February 14, 20__	Nordstrom, Portland, OR	\$915.25

The amount you owe American Express is \$1119.50, the total of which is over 90 days delinquent. When you were questioned about your use of the card, you said that your other credit cards had been canceled because of delinquency in making your payments and, if you had not used the American Express card, you would not have been able to take a vacation or buy a new wardrobe.

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